Internet Assisted Review (IAR) Commons 2.6.4.3 Release Notes

Provisional Accounts Log In

Verification Pending Screen

When a user initially creates an IAR account, a quality assurance process is initiated to verify that the account information supplied by the user is valid and that there are no information discrepancies associated with a different account. While this process is taking place, the account is deemed to be **Provisional**.

As part of that quality assurance process, the account holder is allowed to verify **Provisional** account information before the account is granted **Active** status. Previously, if a user tried to log into the eRA Commons with a **Provisional** account, an error message would appear. The user is now directed to the Verification Pending screen (COM0001) instead of receiving the error.

Figure 1   Verification Pending Screen (COM0001)

Critiques

Reviewer's Name Appearing Incorrectly When Submitting Critiques

It was discovered that after a reviewer submitted a critique during the Read phase and then attempted to view the submitted critique, the reviewer's role subsequently would appear as **Unassigned** in the **Role** column. The reviewer's role now appears correctly in the **Role** column.
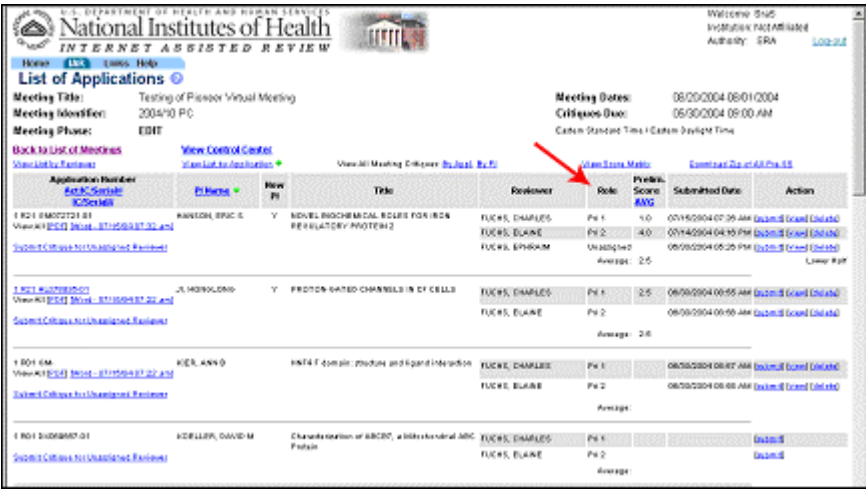

Figure 2   List of Applications Screen (IAR0007)

Subproject Critiques

The Preliminary Summary Statement is a Microsoft Word file of a reviewer's critique associated with a parent application in a meeting. When a Preliminary Summary Statement is created, IAR is designed to pull all subproject critiques associated with the parent application into the Preliminary Summary Statement, regardless of the meetings of the subproject critiques. It was discovered however that subproject critiques from different meetings were not being included in the Preliminary Summary Statement.

This error has now been corrected so that all subproject critiques, regardless of meeting, are now included in the Preliminary Summary Statement.

Creating Preliminary Summary Statements Without a Parent Application Critique

It was discovered that when a parent application did not have submitted critiques assigned to it, but did contain critiques that were submitted for the parent application's subprojects, the system did not create a Preliminary Summary Statement for that parent application.

The IAR system has now been modified to allow for the creation of Preliminary Summary Statements for a parent application that has no submitted critiques of it's own, but does contain submitted subproject critiques.

Submitting Critiques for Unassigned Reviewers

The IAR system has been modified to allow SRAs/GTAs to submit critiques for unassigned reviewers. A new link, called the **Submit Critique for Unassigned Reviewer** link, has been added to each record in the List of Applications screen (IAR0007), as shown in Figure 3.

Figure 3   Submit Critique for Unassigned Reviewer Link (IAR0007)

When clicked, the link will direct the system to take the user to the Submit Critique and Preliminary Score screen (IAR0011), as shown in Figure 4. From this screen, the user will be able to select from the **Reviewer Name** pick list the available unassigned reviewers.
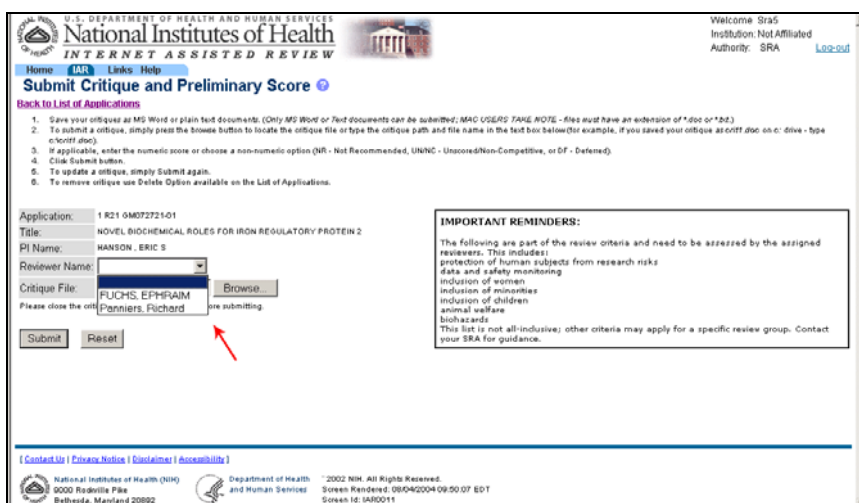

Figure 4   Unassigned Reviewers Pick List (IAR0011)

NOTE: The Submit Critique and Preliminary Score screen (IAR0011) consists of reviewers that are not assigned to the application and have not submitted critiques. This list also excludes reviewers in conflict with the application.

View Existing Critique Link

A new link, called the **View Existing Critique** link, has been added to the Submit Critique and Preliminary Score screen (IAR0011), as shown in Figure 5. Users can now use this link to view their previously submitted critique.

Figure 5   Submit Critique and Preliminary Score Screen (IAR0011)

View This Submitted Critique Link

Previously it was discovered that after a reviewer submitted a critique, and then submitted scores for an application, the **View this submitted critique** link to the critique was not available. This flaw has been corrected so that the **View this submitted critique** link to the critique is available at all times.

During critique regeneration in PDF format, clicking the **View this submitted critique** link displays the critique in the form of the originally submitted Word file.

Scores

"Preliminary Score" Label

The label "Score" has now been renamed as "Preliminary Score". This terminology change affects all instances of the label "Score" in IAR, including all column headings.

Exporting a Score Matrix Report to Excel

The Score Matrix, used to streamline applications that have low scores and require little if any discussion at the Review meeting, can now be exported as a report to Microsoft Excel for further editing and manipulation. To export a Score Matrix Report to Excel:

1. From the List of Applications screen (IAR0007), as shown in Figure 6, click the **View Score Matrix** link. The View Score Matrix screen (IAR0008) opens.

Figure 6   List of Applications Screen (IAR0007)

2. From the View Score Matrix screen (IAR0008), as shown in Figure 7, click the **Export to Excel** link.

Figure 7   View Score Matrix Screen (IAR0008)

Score Entry Reminder

The text on the Submit Critique and Preliminary Score screen (IAR0011), as shown in Figure 8, has been modified to remind users how to properly save entered critiques and/or scores.

The text now reads as follows:

Important Note: Your critique and/or score are not saved until you press Submit below. Please verify the following data and press Submit to save your information (critique and/or score). Otherwise, press Cancel.

Figure 8   Submit Critique and Preliminary Score Screen (IAR0011)

List of Meetings Screen (IAR0001)

New Meeting Filter for List of Meetings

The IAR system has been updated to filter old meetings from appearing in the List of Meetings screen (IAR0001). When the user logs into IAR and accesses the List of Meetings screen (IAR0001), meetings that are older than 6 months will not appear in the **Meeting** column. These meetings are now considered to be "old" meetings.

In addition, meetings that have passed their start dates and were not assigned phases will also not appear in the List of Meetings screen (IAR0001).

Figure 9   List of Meetings Screen (IAR0001)

List of Applications Screen (IAR0007)

Lower Half Indicator

The **Lower Half** indicator has been added to the **Action** column in the List of Applications screen (IAR0007) in order to identify applications with low scores. Applications are designated as "**Lower Half**" by the SRA on the Edit Score Matrix screen (IAR0009), as shown in Figure 10.

Figure 10   Edit Score Matrix Screen (IAR0009)

To designate an application as **Lower Half**:

1. Check the checkbox(es) in the **Lower Half** column of the application(s) that is/are to receive the Lower Half designation.

2. Click **Submit** to save your changes.

Sort Data by Column Header

The List of Applications screen (IAR0007) now contains additional sortable column headers (Figure 11). By clicking these column headers, the user is able to sort the data in these columns into alphabetical or numerically ascending order. The following column headers are now sortable:

1. **Act/IC/Serial#**

2. **IC/Serial#**

3. **PI Name**

4. **AVG**

Figure 11   Sortable Column Headers (IAR0007)

➢ To sort the data in any of these columns, click the column header. The green sort icon to the right of a sortable column header identifies which column has been sorted.

View the Date and Time of the Creation of Preliminary Summary Statements

The List of Applications screen (IAR0007) has been modified so that the user may now view the date and the time of the creation of the Preliminary Summary Statement, as shown in Figure 12.

Figure 12   List of Applications Screen (IAR0007)

IAR Control Center Screen (IAR0002)

Active Accounts in the Control Center Screen

It was detected that the IAR Control Center screen (IAR0002) as shown in Figure 13, was not correctly identifying older Commons accounts as **Active** in the **Account Status** column. This system error has been corrected.

Figure 13   *IAR Control Center Screen (IAR0002)*

New Meeting-Wide Option for the IAR Control Center

A new meeting-wide option for the IAR Control Center screen (IAR0002) has been added for including or not including discussant and reader critiques in the Preliminary Summary Statement Bodies (Figure 14). This feature is in the form of a radio button whose default value is **Yes**.

Figure 14   *Highlighted Include Discussant/Reader Critique Option (IAR0006)*

➢ To allow or disallow the inclusion of discussant and reader critiques, select **Yes** or **No** from the **Include Discussant/Reader Critiques** radio button choices.

Non-Numeric Scores Submission

A new meeting-wide feature has been included for the IAR Control Center screen (IAR0002) to allow or disallow the submission of non-numeric scores (Figure 15). This feature is in the form of a checkbox whose default value is **Yes**.

Figure 15   *Highlighted Non-Numeric Scores Option (IAR0006)*

➢ To allow or disallow the submission of non-numeric scores, select **Yes** or **No** from the **Non-Numeric Scores** radio button choices.

Create New Account Screen

Create New Account Screen Changes

The Create New Account screen has been redesigned, as shown in Figure 16 and Figure 17. Additional text has been provided to assist the user in the process for creating a new IAR account. The new versions of the screen appear as follows:

Figure 16   *Create a New Account Screen Upper Portion*

Figure 17   *Create a New Account Screen Lower Portion*

Verify NIH Support Screen

Verify NIH Support Screen Changes

The Verify NIH Support screen has been modified. The modifications are as follows:

1. To help the user in navigation of the verification process, the **Step** icon has been added to the upper right corner of the screen, in addition to below the Committee Involvement table.

2. The estimated time period for NIH to approve and complete submitted requests is now 2 to 5 business days.

3. The text "If the above information is incorrect, you may also reject the request, which will notify **Richard Panniers** that the entire account request was in error." has been removed.

4. The following paragraph has been added below the bottom Step icon: "**Reject Account Request** should only be performed if none of the support or committee involvement is correct. If partially correct, please help us identify the discrepancies and select **Continue Account Request** and the NIH will resolve. If all records are incorrect, you may **Reject Account Request**, which will notify <Richard Panniers> that the entire account request is in error."

5. The **Continue** button at the bottom of the page has been changed to read **Continue Account Request**.

Complete Account Request Screen

Complete Account Request Screen Changes

The Complete Account Request screen has been modified. The modifications are as follows:

1. The text on the Complete Account Request screen now reads:

"By selecting Complete Account Request, NIH will verify your information and then activate your account. Generally, this takes two to five business days. You will be notified by email when the process is complete."

2. The **Continue Account Request** button at the bottom of the page has been changed to read **Complete Account Request**.

IAR Email Notifications

Invitation Email

The text of the IAR notification email for reviewers who have been granted participation on Special Emphasis Panel/Scientific Review Group has now been modified. The affected changes are located in two paragraphs, and are highlighted here in bold print.

"This is a system-generated invitation to the NIH eRA Commons Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/**Scientific** Review Group <insert meeting identifier> **meeting**, scheduled for <insert meeting begin/end dates>."

"Please visit this web site to create your account **as soon as possible** or no later than **2 weeks** before your reviews are due."